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RECORDS MANAGEMENT DIVISION

16 AUG 1956

Chief, Management Staff

Chief, O&amp;M Staff (DD/P Area)

Area Weekly Report for Period 9 August Through 15 August 1956

**1. Accomplishments****a. T/O's Processed**

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	<input type="text"/>	(1) MS-932	EE	22
		(2) MS-950	OC	12

**b. Other**

	<u>Examiner</u>	
25X1A9A	<input type="text"/>	Completed response to memo from Mr. <input type="text"/> to Chief, Management Staff concerning Management Training of Agency Personnel.

**2. Current Assignments**

	<u>Examiner</u>	<u>Project or Control</u>
25X1A9A	<input type="text"/>	(1) MS 6-44, Administrative Burden at Small Stations
		(2) MS 6-32, Follow-up on National Agency Name Check Project
		(3) MS-888, OC, Supplemental Program Div. T/O, <input type="text"/>
		(4) MS-943, PP Conversion of 1 Hqs. Slot From V to UV
		(5) MS-944, FE Transfer of 1 Position from <input type="text"/> Station T/O to FE
		(6) MS-946, NEA Establishment of 1 Position in <input type="text"/>

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A25X1A9  
A25X9A  
225X1A6  
A25X1A8  
A

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	<u>Examiner</u>	<u>Project or Control</u>	
25X1A9A	<input type="text"/>	(7) MS 6-42, GS Information Reports Distribution Analysis and Procedures	
		(8) MS-931, PPC Revised Hqs T/O, <input type="text"/> Positions	25X9A 2
		(9) ES-1854, Cover Improvements for Staff Employees and Staff Agents Terminal Processing	
		(10) MS 6-50, Employee Suggestion No. 2298	
25X1A9A	<input type="text"/>	(11) MS-923, DD/I-FE, Establishment of One Position <input type="text"/>	25X1A6 A
		(12) MS-934, TSS, Realignment of FE T/O, <input type="text"/> Positions	25X9A 2
25X1A9A	<input type="text"/>	(13) MS 5-38, T/O System Analysis, Manpower Control	
25X1A9A	<input type="text"/>	(14) MS-952, OC Establishment of 1 Position in Hqs Signal Center	
		(15) MS-954, FE Transfer of 1 Position from <input type="text"/> Station T/O <input type="text"/> Station T/O	25X 1 25X 1
		(16) MS-955, Transfer of one (1) Ceiling from FE to NEA and Deletion of one FE Position	
		(17) MS 6-30, DD/P Forms Program	
		(18) MS 6-34, DD/P Reports Management Program	
		(19) MS 6-46, DD/P Business Machines Facilities	
		(20) MS-953, OC Reorganization of OC Engineering Division - Plant Engineering Branch, Delete <input type="text"/> Positions	25X 1
		<input type="text"/>	25X1A9 A

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